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17 April 1958

MEMORANDUM FOR: Chief, St/I
FROM : Chief, St/I/D
SUBJECT : St/I/D Tour of D/GC

25X1A9a 1. On Thursday, 3 April, seven members of the Reading Panel
and 25X1A9a of the Services Section met
with 25X1A9a Deputy Chief of D/GC at Building 11.

The purpose of the meeting was to acquaint members of the Panel and the Services Section with the mission and functions of the Cartographic Division.

25X1A9a 2. 25X1A9a began the meeting by giving a brief history of the Division from its inception in 1943 as a part of OSS, to the present. This was followed by a briefing on the organization of D/GC. With an organizational chart as a visual guide, 25X1A9a outlined the organization and functions of the Division from the Division Chief to the Branches and Sections. At the conclusion of this briefing he conducted a tour of the Division.

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25X1A9a 3. The first stop was with the USSR and Satellites Compilation Branch (GC/S). Here 25X1A9a Chief of the Branch gave a talk on the duties and functions of the Branch. He explained how requests for the compilation of maps are received; the research necessary before the actual drawing of the map could begin; the use of the basic map as a guide; the number of overlays necessary before all information could be incorporated on a map; and finally, the source materials used in checking the accuracy of spelling, place names, etc. 25X1A9a not only explained each step of this process but also had the Cartographers show how each step of the work is accomplished.

25X1A9a 4. Since the duties of the two other Compilation branches is essentially the same as GC/S, 25X1A9a talk was the only detailed one given for these Branches. Consequently, visits to G/CF - Far East Compilation Branch, and to G/CE - Europe-Africa Compilation were rather brief. Branch Chiefs, 25X1A9a GC/F and 25X1A9a GC/E were introduced to the group. Maps of their geographic areas in the process of completion and others that had been completed were shown. Many of these maps were compiled for NIS, Chapter I.

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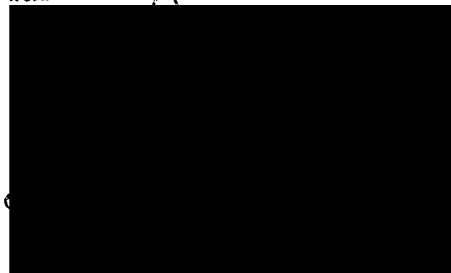
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5. The next visit was to the Development and Construction Branch which is composed of five Sections: Drafting, Chart and Graphs, Laboratory, and Terrain. Each Branch and Section Chief explained his work in detail. Work in progress and materials and tools used to accomplish the work were displayed and demonstrated. Members of the group were given the opportunity to use the "Scribe" eliminating the tedious task of hand drawing. The tour ended in the composing room where the type used in mapping is set up and where [REDACTED] demonstrated the printing press. 25X1A9a

6. The manner in which [REDACTED] conducted the tour was commendable. He was well versed in every phase of the work in the Division and was never lost for words in explaining the work in each Branch and Section.

7. The tour lasted an hour and forty-five minutes with the group on their feet for the entire period. In contrast to the first tour, when some dissatisfaction was expressed because there was no coffee break, it was not until the tour was over that they realized there had been no break in the briefing.

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